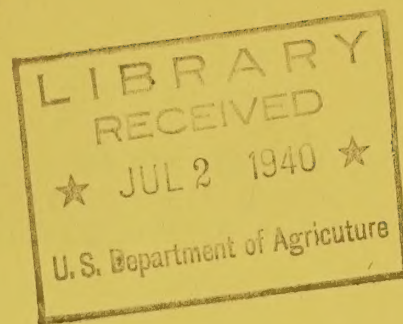


1.42
N75W

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration,
North Central Division,
Washington, D. C.
June 1, 1940.



DIVISION MEMORANDUM NO. 1 - (40)

GENERAL CORRESPONDENCE INSTRUCTIONS

I N D E X

P A G E

Parts I and II

Definition of types of correspondence (and signature required) to State offices..... 1, 2.

Parts III, V, VI and VII

Definition of types of correspondence (and signature required) other than State office correspondence..... 2, 7, 8, and 9.

Part IV

Procedure for handling and form required on blanket memorandums to State offices (including ditto and typed memorandums)..... 2 to 7.

Part VIII

Procedure for handling various types of individual inquiries..... 9, 10.

Part IX.

Sections 1, 2, 4, 6, 10, 13 and 14 outline procedure pertinent to stenographic work..... 11 to 22.

Sections 2, 3, 4, 5, 6, 7, 8, 10 and 12 outline procedure pertinent to mailroom work..... 12 to 20.

Sections 3, 7, 9, 11, 12 and 14 outline policy for attention of Section Chiefs..... 13, 15, 16, 20, and 21.

Division Memorandum No. 1(39) of December 15, 1938, and all supplements thereto, are hereby canceled and the instructions herein shall govern preparation of correspondence superseding all previous correspondence instructions.

PART I - CORRESPONDENCE TO BE SIGNED BY THE DIRECTOR

(or in the event of his absence, for the signature of the "Acting Director".)

This refers to memorandums, telegrams, letters.

1. Correspondence with State Chairmen, Extension Service Officials (Washington and field), and administrative heads in the Department relating to:
 - (a) Future or proposed programs,
 - (b) New interpretations of, or proposed revisions in existing programs or program provisions,
 - (c) Program conferences in Washington, States or counties,
 - (d) Questions of policy on administration of programs.
2. Correspondence with individual farmers giving final determination in cases of formal appeals.
3. Correspondence with officials of national and State farm organizations, such as Illinois Agricultural Association, Farmers' Union, American Farm Bureau Federation, Governors and State officials.
4. Correspondence relative to congressional inquiries --- correspondence with Members of Congress, State Chairmen, and individuals when an inquiry from an individual has been referred by a Member of Congress to this Division. In the event reply is made to the individual, both the letter to the Congressman and individual shall be prepared for the Director's (or "Acting Director's") signature. Whenever it is necessary to write to the State requesting information on an individual case, the memorandum also shall be prepared for the Director's (or "Acting Director's") signature.

PART II - CORRESPONDENCE TO BE SIGNED BY THE ASSISTANT DIRECTOR

(or in the event of his absence, for the signature of the "Acting Assistant Director"), except those communications outlined in Parts VI and VII.

This refers to memorandums, telegrams, letters.

1. Correspondence with State Chairmen, Extension Service Officials (Washington and field), and administrative heads in the Department relating to:
 - (a) Fiscal administration,
 - (b) Personnel,
 - (c) Supplies,
 - (d) Miscellaneous
2. Correspondence with aerial companies authorizing flying, re-flights, acceptance or nonacceptance of accomplished work.

PART III - CORRESPONDENCE TO BE SIGNED BY THE ASSISTANT TO THE DIRECTOR

(In the event of the absence of the Assistant to the Director, correspondence ordinarily prepared for his signature shall be prepared for the signature of the Assistant Director.)

1. Correspondence with individuals relating to all matters except the type of individual correspondence covered by items 2, 3 and 4 of Part I, item 2 of Part II, and items 1 and 2 of Part VI.

EXAMPLE: acreage allotments, payments, complaints on program administration, orders for aerial photographs, chairmen of county committees, etc.

PART IV - STATE OFFICE CORRESPONDENCE

1. All general memorandums to State Chairmen (or the so-called "BLANKET MEMORANDUMS") shall in all instances be written for the signature of the Director (or in the event of his absence, for the signature of the "Acting Director"). This refers also to telegrams of the same nature.

Types of policy correspondence to State Chairmen outlined in items (b) and (d) of Part I, and perhaps in special instances those named in items (a) and (c), if intended for distribution to all members of State Committees, men in key positions in State offices, farmer fieldmen, and all those concerned in the Washington office, shall be set up under the appropriate subject code indicating the program year, and, in the case of 1941 and

subsequent programs, indicating the chronological serial number, and shall be prepared on the ditto machine. The originating office shall be responsible for assignment of proper code and program year, and the serial number shall be added in the stenographic pool when the memorandum reaches that room for final preparation. The codes and symbols are as follows:

ACP - Agricultural Conservation Program -
Important procedure and docket material
ADM - Personnel - Fiscal - Supplies, etc.
APP - Aerial Photography - Performance
APS - Material Relative to Applications and Payments
CAS - County Associations Section
CLP - Commodity Loan Program
EIB - Educational Information Publicity
FCI - Federal Crop Insurance Program
GEN - General (to be coded according to calendar year rather than crop year)
GRA - Grant of Aid
MQP - Marketing Quota Program
PPP - Parity Payment Program
SBP - Sugar Beet Program
STAT- Statistical - State and County Allotments
NCM - North Central Memorandums* -

* If not intended for so wide a distribution as outlined in Section 1 above but important enough for distribution to men in key positions in the State office, they shall be set up under the NCM code indicating the calendar year and the numerical serial number. These memorandums shall be prepared on the ditto machine and 10 copies sent to each State office unless other amounts are specified.

EXAMPLE: NCM-40-1 --- NCM-40-2 --- etc.

It should be understood, however, that there will always be blanket memorandums to State Chairmen on any or all of the types or correspondence outlined in Part I which WILL NOT BE PREPARED ON THE DITTO MACHINE, but which will continue to be typed, with an original memorandum addressed to each individual chairman. This refers particularly to scheduling of conferences, discussions of educational programs (unless purely informational in character), instructional memorandums on administrative policies (this refers mainly for the most part to North Central Division Administrative Section work), new programs in preliminary form, program provision revisions while still in tentative or proposed form and, of course, answers to the requests for specific information from State committees.

- (a) It is required that one such proposed memorandum be routed through the regular channels (see Section 3 of Part IX) for approval and signature before preparing memorandums to all States.
 - (1) To expedite such reference, a North Central Division Reference Jacket, NCR Office Form No. 12, (Revised) shall be used.
 - (2) Initials of all those approving such memorandums shall appear on the last carbon copy, which shall be retained in the North Central Division files.
- (b) After approval and signature on the first memorandum has been obtained, it shall be returned to the office designated on the reference jacket for preparation of the other memorandums.
- (c) In the case of memorandums which are to be typed, the original which has been approved and signed shall be held until the balance are prepared, and then shall be sent with the unsigned memorandums and the original reference jacket directly to the proper office for signature.
- (d) In the case of memorandums which are to be dittoed, the original ribbon copy carrying original signature, after preparation of memorandums for mailing, shall be returned to the North Central Division mail room for filing, accompanied by the original reference jacket.

A. Required Form - (Typed Memorandums)

All such correspondence to State Offices shall be:

- (1) Addressed to the State Chairman
- (2) In Memorandum Form.
 - (a) the only exception being where memorandum form is not acceptable in view of existing regulations, such as in transmitting checks, transportation requests, etc., to individuals.
- (3) Given an appropriate subject
 - (a) Insofar as possible, no more than one subject shall be covered in a single memorandum.
 - (b) Underline only the last line of the subject.

- (4) Acknowledgment shall be included in the topic and no further reference shall be made thereto in the body of the memorandum.

- (a) When acknowledgment is used, the underlining shall be under the last line of acknowledgment only.

EXAMPLE:

Re: Red Clover Seed Situation. Your
Memorandum of February 25, 1940.

- (5) Without a salutation
- (6) Without a complimentary closing
- (7) Without a date,
- (a) The date shall appear on the carbon copies only - under the dictator's and stenographer's initials.
- (8) Transmitted for signature and mailing WITHOUT AN ENVELOPE
- (a) Envelopes already addressed shall be supplied in the mail room.
- (b) In order that outgoing material may be easily separated from file material, a slip of paper may be folded over and fastened to the outgoing material only.
- (c) Correspondence requiring special attention shall be covered by a Division reference jacket indicating desired action.

B. Required Form For Coded Ditto Memorandums

All such correspondence shall be:

- (1) Set up under appropriate code symbol indicating program year, and with chronological serial number if applicable to 1940 and subsequent programs.
- (2) In Memorandum Form
- (3) If to all States, addressed: "MEMORANDUM FOR ALL STATE CHAIRMEN", centered on the page.

- (4) If eight or nine States are addressed, then use the following form:

MEMORANDUM FOR ALL STATE CHAIRMEN.
(Excepting Missouri.)

MEMORANDUM FOR ALL STATE CHAIRMEN.
(Excepting Illinois and Missouri.)

If seven or less States are addressed, use the following form:

MEMORANDUM FOR: INDIANA
IOWA
MINNESOTA
NEBRASKA
OHIO
SOUTH DAKOTA
WISCONSIN

- (5) Given an appropriate subject - no more than one subject in single memorandum - the subject being underlined under the last line only.

EXAMPLE:

Re: Execution of Applications
for Payment by Agents.

- (6) Without a salutation
- (7) Without a complimentary closing
- (8) With the date on which signature was placed on original memorandum
- (9) Transmitted for mailing with appropriate indication of the number intended for each State, a sufficient supply therefor and for NCD distribution.

- (a) No envelopes required - to be furnished in mail room.

C. Use of Reference Jacket:

- (1) Date of reference shall be indicated in the space provided in upper right-hand corner.
- (2) The subject shall be indicated in the space provided.

- (3) The first set of parentheses (next to titles or names) shall be numbered, opposite appropriate name, in the order in which it is desired that such persons see the material covered by the subject.
- (4) The set of parentheses (under title "For Initials") shall be checked, by check mark or X-mark, opposite appropriate titles or names, if initials are desired.
- (5) The sets of parentheses shall be numbered under appropriate item in the order of reference desired opposite appropriate titles.
- (6) The space provided for comments may be used at discretion of dictator or any persons through whose hands such jacketed material passes.
- (7) The name and room number of the person preparing the material shall always be indicated in the space provided.
- (8) At all times, indicate if material is to be returned for further action.
- (9) Each person who initials such jacketed material, prior to obtaining signature, shall so indicate on the face of the jacket by initialing opposite his title or name.

PART V - INTER-OFFICE AND INTER-DEPARTMENTAL CORRESPONDENCE

1. Correspondence with other Divisions or offices of the Agricultural Adjustment Administration, other Bureaus of the Department, and other Departments of the Government, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director"), except correspondence with State Chairmen, Extension Service Officials, and administrative heads in the Department relating to fiscal administration, personnel, supplies, and miscellaneous matters described in Part II, item 1, which correspondence is designated for the signature of the Assistant Director or the "Acting Assistant Director".

A. Required Form:

- (1) No date shall appear on the original, but shall be typed under the dictator's and stenographer's initials on the carbons.

- (a) Correspondence with other Bureaus of the Department shall be prepared in memorandum form, using a salutation and complimentary closing, and having a suitable subject.
- (b) Correspondence with other Departments of the Government shall be prepared in letter form.
- (c) Correspondence with other Divisions or offices in the Agricultural Adjustment Administration shall be prepared in memorandum form - using a salutation and complimentary closing, and having a suitable subject.
- (d) Correspondence that has been improperly referred to the North Central Division, or which can be only partially answered in the Division and must be referred elsewhere in the Department, may be referred to the proper office by means of memorandum Form AAA-47. If not within the Department, Section (b) above shall govern procedure.

PART VI - CONGRESSIONAL CORRESPONDENCE

- 1. All correspondence (except that under Secretary's and Administrator's jackets) addressed to Members of Congress, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").
- 2. All correspondence (except that under Secretary's and Administrator's jackets) addressed to Members of Congress which pertains to the corn-hog programs shall be prepared for the signature of the Acting Chief of the Corn and Hogs Section.

A. Required Form:

- (1) All such correspondence, with the exception of telegrams, shall be in letter form.
- (2) The date shall not appear on the original, but shall be typed on the carbon copies only, under the dictator's and stenographer's initials.

- (3) One white carbon copy, bearing no identifying initials, shall accompany original ribbon copies of such correspondence.
3. All correspondence written as a result of a Congressional request, e. g., memorandums to State Chairmen, letters to individuals, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the "Acting Director".)

PART VII - EXTENSION SERVICE CORRESPONDENCE

1. Correspondence with Directors of Extension in the various States which is in answer to correspondence received, or an inquiry addressed to certain Directors of Extension, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").
2. All general program letters to Extension Directors (or the so-called "BLANKET LETTER") shall in all instances be written for the joint signature of the Director of Extension Work and the signature of the Director of this Division (or in the event of the absence of either, for the signature of the person or persons designated as "Acting Director of Extension Work" and/or "Acting Director").

A. Required Form:

- (1) All such correspondence, with the exception of telegrams, shall be in letter form, and shall be prepared on Department of Agriculture letterhead indicating "Agricultural Adjustment Administration and Extension Service Cooperating", if available. Otherwise, use regular letterhead.
- (2) The date shall not appear on the original, but shall be typed on the carbon copies only, under the dictator's and stenographer's initials.
- (3) Carbon copies of such correspondence shall be furnished the Extension Service files.

PART VIII - INDIVIDUAL CORRESPONDENCE

1. Such correspondence which can be answered most appropriately in the Division shall be addressed to the individual, giving complete reply. Where the subject matter of the correspondence might be of interest or concern to the State Committee, a copy of the inquiry and our reply shall be sent to the Chairman of the State concerned.

- (a) Copies of such correspondence for the State Chairman need not be sent under separate memorandum. Such copies shall be placed in the file of outgoing material just back of the original outgoing material and shall carry a notation to indicate disposition.
- 2. Such correspondence which can better be answered by the State Committee shall be acknowledged in the Division, advising the inquirer of the reference made. A copy of the inquiry shall be transmitted under an explanatory memorandum to the proper State Chairman, requesting the desired action.
- 3. Individual inquiries referred by Members of Congress shall be handled as indicated below:
 - (a) Complete answer shall be made to the Member of Congress if adequate information is available; returning any original correspondence enclosed with inquiry. Copies of such returned correspondence must be maintained for the AAA files. A copy of all such correspondence, if of interest or concern to the State Committee, shall be sent to the Chairman of the State concerned.
 - (b) If adequate information is not available, the inquiry shall be acknowledged, advising the Member of Congress that complete information is being obtained and returning any original correspondence enclosed with inquiry. Copies of such returned correspondence must be maintained for the AAA files. Copies of this correspondence shall then be transmitted to the State Chairman concerned under an explanatory memorandum. Upon receiving the desired information, a complete reply shall be forwarded to the Member of Congress.
 - (c) The above procedure items (a) and (b) shall apply also to inquiries transmitted by Members of Congress which are referred to this office under Secretary's and Administrator's jackets.

Note: Copies of correspondence signed or to be signed by the Secretary or Administrator shall not be enclosed with correspondence signed in the Division. Likewise, copies of letters signed or to be signed in the Division shall not be enclosed in a letter to be transmitted under the Secretary's or Administrator's signature.

PART IX - MISCELLANEOUS

1. Acknowledgments:

(a) On State office correspondence, the acknowledgment shall appear as a part of the subject.

(1) When memorandum is in reply to correspondence from the State Chairman, the following form shall be used:

Re: Red Clover Seed Situation - Your
Memorandum of March 15, 1940.

(2) When memorandum is in reply to correspondence signed by someone in the State office other than the Chairman, the following form shall be used:

Re: Red Clover Seed Situation - Memorandum
of March 15, 1939, from Mr. John S.
Bungarner.

Note: Underlining shall appear under the last line only.

(b) On correspondence prepared in this Division other than State office correspondence, the following form of acknowledgment shall be used:

"This is in reply to your letter of March 1, 1940"

and then whatever brief remarks are required to identify the content or nature of the incoming correspondence.

(1) On correspondence referred for reply from the White House, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the White House has referred to this
Department for consideration

NOTE: In no instance should we state that a letter has been directed or addressed to the White House, or state that the President or Mrs. Roosevelt has referred the correspondence.

- (2) On correspondence referred for reply from the Secretary's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Secretary has referred to this office for consideration."

- (3) On correspondence referred for reply from the Administrator's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Administrator has referred to this office for consideration."

- (4) On correspondence referred from other persons (outside of the Division), proper mention of their names shall be made at the proper place in the acknowledgment, as:

"addressed to Mr. Wayne Darrow, Director, Division of Information, has been referred to this office for consideration."

- (5) Correspondence to be signed in the Division in reply to correspondence addressed to someone in the Division (even if not replied to by the person addressed) shall make no mention of such name in the acknowledgment.

Note: Do not restate in any type of acknowledgment misstatements appearing in inquiry.

2. Arrangement of File:

(a) Division Correspondence:

- (1) Outgoing correspondence (and envelope where required) clipped together.
- (2) AAA file copies and incoming correspondence clipped together.
- (3) Division file copies.
- (4) Parts (1), (2) and (3) shall then be clipped together under one clip.
- (5) Do Not Combine Previous correspondence files with AAA file material of newly prepared correspondence. Such material should be clipped to back of whole file, set slightly to one side: that is, not flush with edges of new file.

- (6) Do Not File with copies of outgoing letters addressed to Members of Congress, individuals, etc., original memorandum from State Chairmen furnishing information. Such memorandums should be marked for AAA files, with notation indicating proper action has been taken on matter concerned, and such memorandums shall then be clipped to back of whole file, set slightly to one side; that is, not flush with edges of new file.

(b) Secretary's Correspondence:

See Paragraph A (7), Section 9, Page 18, hereof.

(c) Administrator's Correspondence:

See Paragraph B (5), Section 9, Page 19, hereof.

3. Proper Clearance and Initialing of Division Correspondence:

- (a) All correspondence involving matters coming within the type outlined under item 1 in Part I - Correspondence to be Signed by the Director - shall be routed under Division Reference Jacket through ALL SECTION CHIEFS' OFFICES AND ASSISTANT TO THE DIRECTOR'S OFFICE for approval and initials before transmitting for signature. (In this way confusion because of conflicting or contradictory instructions will be kept at a minimum. Much of the work of the Sections overlaps to some extent, and uniform results both in this office and in the State offices can better be obtained if this procedure is followed carefully.) Section chiefs should make every effort to expedite this correspondence.
- (b) All correspondence involving matters coming within the type outlined in Part II - Correspondence to be Signed by the Assistant Director - which may be of interest or concern to Sections in the Division other than the originating Section, shall be routed under Division Reference Jacket through such offices for approval and initials before transmitting for signature.
- (c) All Division correspondence shall be initialed on the last carbon copy, which copy shall be retained in the North Central Division files.

- (d) The Chief of the Section shall initial all correspondence originating in his Section before such correspondence is transmitted for signature. The Chief of the Section shall designate whose initials, if any, he requires on correspondence prepared in his Section to be transmitted to him for approval.
- (e) Correspondence under both Secretary's and Administrator's jackets shall be initialed on the last two white file copies below the file material intended for the AAA files, by the Chief of the Section where reply originated and by the Assistant Director and the Director, which copy shall always bear the designated legend; that is,

HNS:eka
AAA-NCD
3-15-40
Jacket No. 6185

in the lower left-hand corner. A paper clip shall be clipped to these copies to indicate where initials are to be placed. In all instances the jacket shall be properly filled in by the office where reply is prepared.

4. Number of Carbon Copies:

- (a) Only four carbon copies shall be made of Divisional correspondence, except Congressional correspondence which requires an extra copy.

(1) Only in exceptional cases should a Section or Unit require that an extra copy be made for reference use in that office.

(b) Secretary's Correspondence:

See Paragraph A (4) and (5) of Section 9, page 17, hereof.

(c) Administrator's Correspondence:

See Paragraph B (3) of Section 9, Page 19, hereof.

5. Distribution of Ditto Blanket Memorandums to Members of The Division:

(a) After ditto blanket memorandums have been mailed, a sufficient supply shall be furnished the Chief of each Section for distribution to all persons in his Section handling correspondence or persons who may be concerned with the subjects covered in order that they may keep informed concerning interpretations of policy, program provisions, amendments to instructions, bulletins, etc.

(1) Ditto blanket memorandums which are to be distributed shall be numbered in accordance with second paragraph of item 1 in Part IV.

Note: It is not believed necessary to distribute generally copies of memorandums dealing with routine matters concerning supplies, requisitions, amendments to regulations pertaining to personnel matters, and like matters.

6. Use of Envelopes:

(a) No envelopes shall be prepared for memorandums addressed to State Chairmen.

(b) Envelopes shall be prepared as usual for all other types of correspondence.

(c) Chain envelopes, properly addressed, shall be prepared for all inter-bureau correspondence.

7. Filing of Correspondence:

(a) At least one copy of all outgoing correspondence prepared in the Division (and of correspondence prepared outside the Division which is to be signed by anyone in the Director's office) shall be retained in the North Central Division files.

(b) Copies of incoming correspondence shall not be retained in the Division files, unless a particular request is made in some specific instance.

(c) With the exception of certain special material, files on outgoing (and incoming) correspondence shall not be maintained in the various offices in the Division. The Chief of each Section shall be responsible for seeing that unnecessary duplication of filing is not caused by the building up of files in his Section.

8. Tickler File:

- (a) The North Central Division mail room will maintain a "Tickler File" in which a card record of our correspondence to State Chairmen requesting reports on individual cases for transmission to individuals or Members of Congress over the Secretary's, Administrator's, or our signature will be filed. This file will be checked daily to determine if any requests are outstanding at the expiration of the time limit.

The mail room will allow a time limit of ten days on all correspondence of this type, unless otherwise instructed. On expiration of the time limit, the carbon copy of the outgoing letter will be removed from the files and be referred to the original dictator so that he may write again requesting prompt report, or extend the time limit.

9. Itineraries:

- (a) A typewritten copy of the schedule of all proposed field trips shall be submitted to the office of the Director at least two days previous to commencement of the proposed trip.
 - (1) A copy of this schedule shall be furnished also to the Administrative and Fiscal Section.
 - (2) This schedule shall indicate the name of the person traveling, the purpose of the trip, the time of departure, the points to be visited, the time of return to the Washington office, and the person designated to handle traveler's work while absent. Proper notification shall be given by telegraph of any changes occurring after start of the trip.

10. Proper Handling of Jacketed Correspondence:

A. Secretary's Correspondence -

- (1) All white file copies shall carry the dictator's and stenographer's initials, the Division name, the date, and the jacket number.

Example: HNS:jhm
 AAA-NCD
 3-15-40
 Jacket No. 5691

- (2) The salmon copy shall not carry initials or other identifying information.
- (3) Copies for Members of Congress, the White House, or for transmittal outside the Department, shall not carry initials or other identifying information.
- (4) Each jacket carries a request for the number of white file copies needed, in addition to the number required by the Division. It should be remembered that the number requested on the jacket includes the two copies required for the AAA files, and is not a request for that number in addition to the AAA files copies.
- (5) Two white file copies shall always be prepared for the North Central Division files. One of these copies shall be plainly marked "Return to North Central Division Files When Signed". The Division white file copy (not carrying this notation) is retained in the Division files at the time the letter is transmitted for signature. The other copy is returned to the Division files bearing the facsimile signature when original letter has been signed.
- (6) When enclosures transmitted with incoming letter are being returned to the writer of the incoming letter, two copies only need be prepared for filing purposes.

(We have been requested not to prepare more than this number of copies unless a special request is made for additional copies. Surplus copies only mean unnecessary work for those handling these letters, necessitating rearranging of files and making disposition of the surplus copies.)

NOTE: Copies of enclosures to be returned with original letter shall not be retained in Division files unless special request is made for such copies.

- (7) The file on Secretary's letters shall be arranged as follows:

Jacket - properly filled in)	
Ribbon copy of letter)	
Extra white copy - if required)	This much
Constituent's letter - if any)	
Enclosures - if any)	of File
Envelope - face up, lengthwise, left-hand corner)	
Blank sheet - to protect envelope from carbon smear)	To Be
Salmon copy - Secretary's files)	Clipped
White file copy - " ")	
White file copy for AAA files)	Together
White file copy carrying notation)	
"Return to North Central Division Files When Signed".)	With One
Incoming correspondence)	Clip
Two copies of constituent's letter)	
Previous correspondence - if any)	
White file for AAA files		
White file copy (NCD pending copy)		

All of above material then to be clipped together with one clip.

B. Administrator's Correspondence:

- (1) All white file copies shall carry the dictator's and stenographer's initials, the Division name, the date, and the jacket number.

Example: HNS:jhm
 AAA-NCD
 3-15-40
 Jacket No. 4981

- (2) Copies for Members of Congress, the White House, or for transmittal outside the Department, shall not carry initials or other identifying information.

(3) Copies required -

One white copy for Administrator's Office
Two white copies for AAA files
Two white copies for NCD files. One of these copies shall be plainly marked "Return to North Central Division Files When Signed". The Division white file copy (not carrying this notation) is retained in the Division files at the time the letter is transmitted for signature. The other copy is returned to the Division files bearing the facsimile signature when original letter has been signed.

It is understood, of course, that additional copies for Members of Congress, etc., shall be prepared as required.

(4) When enclosures transmitted with incoming letter are being returned to the writer of the incoming letter, two copies only need be prepared for filing purposes.

(5) The file on Administrator's letters shall be arranged as follows:

Jacket - properly filled in)	
Ribbon copy of letter)	
Extra white copy - if required)	clipped together
Enclosures - if any)	
Envelope - face up, lengthwise,)	
left-hand corner)	
Two white file copies for AAA files		
White file copy carrying notation "Return to North Central Division Files When Signed".		
Incoming correspondence		
White file copy		
White file copy (NCD pending copy)		

All of above material then to be clipped together with one clip.

11. Acceptance and Placing of Long Distance Calls:

- (a) The Director's office only has authority to place or accept long distance calls. If it is thought necessary for a call to be placed, approval shall be obtained from the Director's office before call is consummated. Likewise, acceptance of incoming collect long distance calls shall have approval by the Director's office before call is consummated.
- (b) It is considered desirable to keep the expense of long distance calls to a minimum; using telegraph and air mail service wherever possible.

12. Prompt Handling of Correspondence:

- (a) Special attention shall be given at all times to Secretary's and Administrator's jacketed correspondence. Such correspondence shall be answered within three days of receipt. If complete reply cannot be made within that time, acknowledgment shall be made advising that it is necessary to obtain further information. Such further information shall be furnished at the earliest possible time.
- (b) Division correspondence shall be handled as promptly as possible, consistent with ability to furnish complete information.
- (c) Correspondence shall not be submitted for signature later than 4:00 P.M. daily, with the exception of telegrams intended to be sent out as night letters, or special air mail correspondence.

13. Required Style and Spacing on Correspondence:
(FOR SPECIAL ATTENTION OF ALL STENOGRAPHERS)

- (a) Good judgment shall be used in placing of typed material on a page, according to the length of such material.
 - (1) Care shall be taken to avoid crowding material too close to the top of the page.
 - (2) Care shall be taken to avoid crowding the signature too close to the bottom of the page.
- (b) On all correspondence, a margin of 1-1/4 inches shall be allowed on each side of the page, and at the bottom of the page.

- (c) On all correspondence, paragraph indention shall be seven spaces. Any further indention required shall be made consistent with the amount of material to be so indented and the number of such further indentions.
- (d) On all correspondence, each page other than the first shall be numbered in the center of the page one inch (1 inch) from the top and three single spaces from the first line of typing, the number being preceded and followed by a dash, thus: - 2 -. This means that the first line of typing shall begin 1 1/2 inches from the top of the page.
- (e) At no time shall the second page of a letter or memorandum consist of less than three lines of typing. Do not submit correspondence for signature where the second page consists of a carry-over of two or three words, or, as stated above, less than three lines of typing.

NOTE: It is, of course, understood that none of the instructions herein concerning spacing, indentions, etc., are intended for dockets and other documents on which a well-established procedure is being followed and has been approved.

14. Fast Message Service:

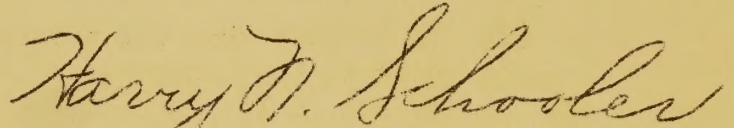
(See DGS-3 and Amendment No. 1 "Instructions for Use of "Fast Message" Service.)

- (a) Fast messages (heretofore telegrams) shall be used in communicating with State committees and others ONLY WHEN ABSOLUTELY NECESSARY. Matters which can be handled by mail, especially where possible to obtain overnight service, shall be handled by mail rather than by fast message.
- (b) All fast messages will be written on Form AD-180, "Fast Message," instead of on Standard Form 14A, "Telegram," with all unnecessary words and titles omitted. An original and six copies of a fast message are required.
- (c) The stenographer transcribing a fast message will indicate in the upper right-hand corner on the Form AD-180: bureau, appropriation and project, date, and time of transcription to the nearest five minutes.
- (d) The dictator, or signer, or both of them, will indicate in the box at the upper left-hand corner of the form, the day when delivery is required, and whether a.m. or p.m., but not the hour.

- (d) The person signing a fast message will indicate the time of execution after his signature in the lower right-hand corner of the form.
- (e) The Dispatch Clerk (NCD Mails & Files) in the originating Division will indicate the appropriate classification of service in the box at the lower left-hand corner of the form. He will also indicate the date and time of classification and will initial.
- (f) If to more than one person, addresses of all may appear on fast message, if there is sufficient space. If not, a list containing the names of other addressees shall be attached. In this event eight carbon copies of the message should be prepared and six copies of the list attached to the message.
- (g) If fast message is in reply to previous telegram or letter, acknowledgment shall be made as the beginning phrase of the message in the following form (whichever is appropriate); "Relet May 1 or Retel May 2".
- (h) The body of the telegram, as well as address and signature (and title where required) shall be typed in full CAPS.
- (i) The body of the telegram shall, in all instances, be typed double spaced.
- (j) Figures shall be spelled out in words in fast messages, thus: "two naught three" rather than "203".
- (k) Fast messages shall be punctuated in the same manner as letters or memorandums. Do not spell out punctuation; use punctuation marks. Do not use the word "Stop". (There is no charge for punctuation, if punctuation marks are used, but there is a charge at regular word rate for that spelled out).
- (l) If the title of the sender of the fast message is known to the receiver (as in the case of the Director or Assistant Director) only the sender's name shall be typed on the original of the fast message, the title and Division name appearing on the carbon copies only.

- (m) If the telegram is for the signature of a person acting in either of the above-named positions and the title would not be clear to the receiver, the title and Division name shall appear on the original as well as the carbon copies of the telegram.

No deviations from the procedure herein are to occur without prior approval by the Director. If any changes are desired, they should be presented to this office for approval. If approved, the change will be made and proper notice will be given by this office in writing.

A handwritten signature in cursive script, reading "Harry N. Schooler". The signature is written in dark ink and is positioned above the printed name and title.

Harry N. Schooler,
Director,
North Central Division.

